



INSTRUCTIONS FOR ELECTRONIC SUBMITTALS OF BLANKET AND SHOP DRAWINGS

SEATTLE DEPARTMENT OF CONSTRUCTION AND INSPECTIONS

Blankets: a single permit that covers a number of remodeling or construction projects in one building. See TIP 309 for qualifications.

- To submit you will need the following documents: Authorization letter, Blanket Record sheet, Post Permit Submittal Application, drawings.
- Proceed to new upload process which can be found here: <https://web6.seattle.gov/dpd/eplan/default.aspx> . The link for this process is under the “Need a Different Permit” section at the bottom of the Project Portal login page. Click on **Blanket**.
- Follow the instruction on how to upload and label your documents and Click **Upload Blanket Drawings**.
- A new screen will open, click on My Computer and select a document to upload. Fill out the next screen and add additional uploads as needed. Click **Upload** when complete.
- Staff will process application in the order it is received. A blanket number will be created for you if the application is deemed complete for intake. From this point on you will need to use your portal account. *If the application is not accepted, return to bullet point 2 above.*
- If you do not have a portal account, please create one now at <https://web6.seattle.gov/dpd/eplan/default.aspx> .
- If you do have one, the remaining process will occur in the Portal. You should receive email notifications, fee notices, corrections required, and notice when it is ready to be issued.
- ****IMPORTANT**** Blanket permits are paid for through an escrow account. It is the responsibility of the applicant to maintain an adequate balance in their escrow account. Delays will occur if the escrow account does not have adequate funds.

Shop Drawings (including fire sprinklers): Shop drawings are a requirement of the primary construction permit that is submitted as a deferred submittal. The building final is contingent on this requirement being complete.

- To submit you will need the following documents:
 - Shop Drawings: Post Permit Submittal Application, Drawings, Supporting Documents
 - Fire Sprinkler Shops Drawings: Application, Drawings, Material Data Sheets, etc.
- Proceed to new upload process which can be found here: <https://web6.seattle.gov/dpd/eplan/default.aspx> . The link for this process is under the “Need a Different Permit?” section at the bottom of the Project Portal login page. Click on **Shop Drawings**.
- Follow the instruction on how to upload and label your documents and Click **Upload Shop Drawing Documents**.
- A new screen will open, click on My Computer and select a document to upload. Fill out the next screen and add additional uploads as needed. Click **Upload** when complete.

- Staff will process application in the order it is received. A post sub number will be created for you if the application is deemed complete for intake. From this point on you will need to use your portal account. *If the application is not accepted, return to bullet point 2 above.*
- If you do not have a portal account, please create one now at <https://web6.seattle.gov/dpd/eplan/default.aspx>.
- If you do have one, the remaining process will occur in the Portal. You should receive email notifications, fee notices, corrections required, and notice when it is ready to be issued.
- ****IMPORTANT**** Intake fees must be paid before the reviews will start.

Fire Sprinklers (stand-alone): This is not a required submittal for a construction permit, and should only be used when installing a sprinkler system in an existing building that does not have any permit requirement for a sprinkler system installation.

- To submit you will need the following documents: Coversheet, drawings, Material Data Sheets
- Proceed to the project portal which can be found here: <https://web6.seattle.gov/dpd/eplan/default.aspx>. If you do not have one, you need to create one. (Under the Help button in the project portal, there is a topic “starting a new project”.
- Login to your account. Click on “Start a Preliminary Application” located at the top left side of your portal page. Step by step screens will walk you through entering the application information. You need to select *Mechanical*.
- After you have submitted your application, our admin staff will complete your preliminary application and you will receive notification.
- At this point, you will need to log back into your portal. Your project number should be in the “application in progress” box. Click on your project number and follow the wizard through the steps. Once everything is complete and your documents are uploaded, click on “**submit for screening**”.
- Staff will process the applications in the order they are received. You should be notified by an email when fees have been added to the application. Please pay those fees and the reviews will be started on your application.
- ****IMPORTANT**** Intake fees must be paid before the reviews will start.
- Please monitor your project portal for corrections, additional fees and issuance.

Fire Alarms: This process hasn’t changed, but it may be new for some of you that have only applied with paper plans.

- To submit you will need the following documents: Drawings and material data sheets
- Proceed to the project portal which can be found here: <https://web6.seattle.gov/dpd/eplan/default.aspx>. If you do not have one, you need to create one. (Under the Help button in the project portal, there is a topic “starting a new project”.
- Login to your account. Click on “Start a Preliminary Application” located at the top left side of your portal page. Step by steps will walk you through entering the application information. You need to select *Electrical*.
- After you have submitted your application, our admin staff will complete your preliminary application and you will receive notification.
- At this point, you will need to log back into your portal. Your project number should be in the “application in progress” box. Click on your project number and follow the wizard through the steps. Once everything is complete and your documents are uploaded, click on “**submit for intake**”.